

**Department of Personnel Administration  
Memorandum**

**TO: Personnel Management Liaisons (PML)**

<b>SUBJECT:</b> Employee Handbook - Work and Family Policies and Benefits	<b>REFERENCE NUMBER:</b> 2004-063
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This memorandum should be forwarded to:

**Personnel Officers  
Labor Relations Officers  
Department Work and Family Representatives**

**FROM:** Department of Personnel Administration  
Policy and Operations Division

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This memorandum announces the release of the California State Employee's Handbook to Work and Family Policies and Benefits. This new publication is designed as a comprehensive resource for policy and program information, citing law, regulation, policy, and procedure for a variety of programs and topics including, but not limited to:

- Education and Training
- Employee Assistance
- Health Insurance
- Leave
- Retirement
- Work Schedules

Please let your employees know this handbook is available. You may also duplicate it as needed. A Published Document Format (pdf) version of the handbook is available at <http://www.dpa.ca.gov/workingfamilies>.

Please forward any questions and comments regarding the handbook to the contact e-mail address listed above.

/s/Robert K. Clifford

Robert K. Clifford, Chief  
Policy Development Office